

OFFICE OF PERSONNEL MEMORANDUM NO. 70-1-4

SUBJECT : Recall of Material Stored at the Agency Records Center

RESCISSION: OPM 70-1-3 dated 22 July 1969

1. This memorandum summarizes Office of Personnel policy to be followed by those components that have a need to request personnel material stored at the Agency Records Center.

2. Priority Requests

a. When material is needed on a priority basis, one of the following individuals is authorized to telephone the request to the Records Center.

(1) Requests for Official Personnel Folders

25X1

(2) Requests for Official Applicant Folders

25X1

(3) All Other Requests

25X1

b. Requests will give job and box number as well as title of desired folder.

c. In the absence of the Records Administration Officer (RAO), personnel located in the Headquarters Building should

25X1

3. Routine Requests

a. When material is desired on a loan basis, Form 490, Records Center Service Request, should be completed and forwarded to the Agency Records Center. The last copy of the form should be retained for office records.

C-O-N-F-I-D-E-N-T-I-A-L

Group 1
Excluded from Automatic
Downgrading and
Declassification

b. Requests for material being recalled on a permanent basis must be forwarded to the RAO for processing.

4. Documents will not be pulled or folders destroyed from material obtained on a loan basis without notifying the RAO so that the proper notation can be made on shelf lists both here and at the Records Center.



Harry B. Fisher
Director of Personnel

OPM 4-71

25X1